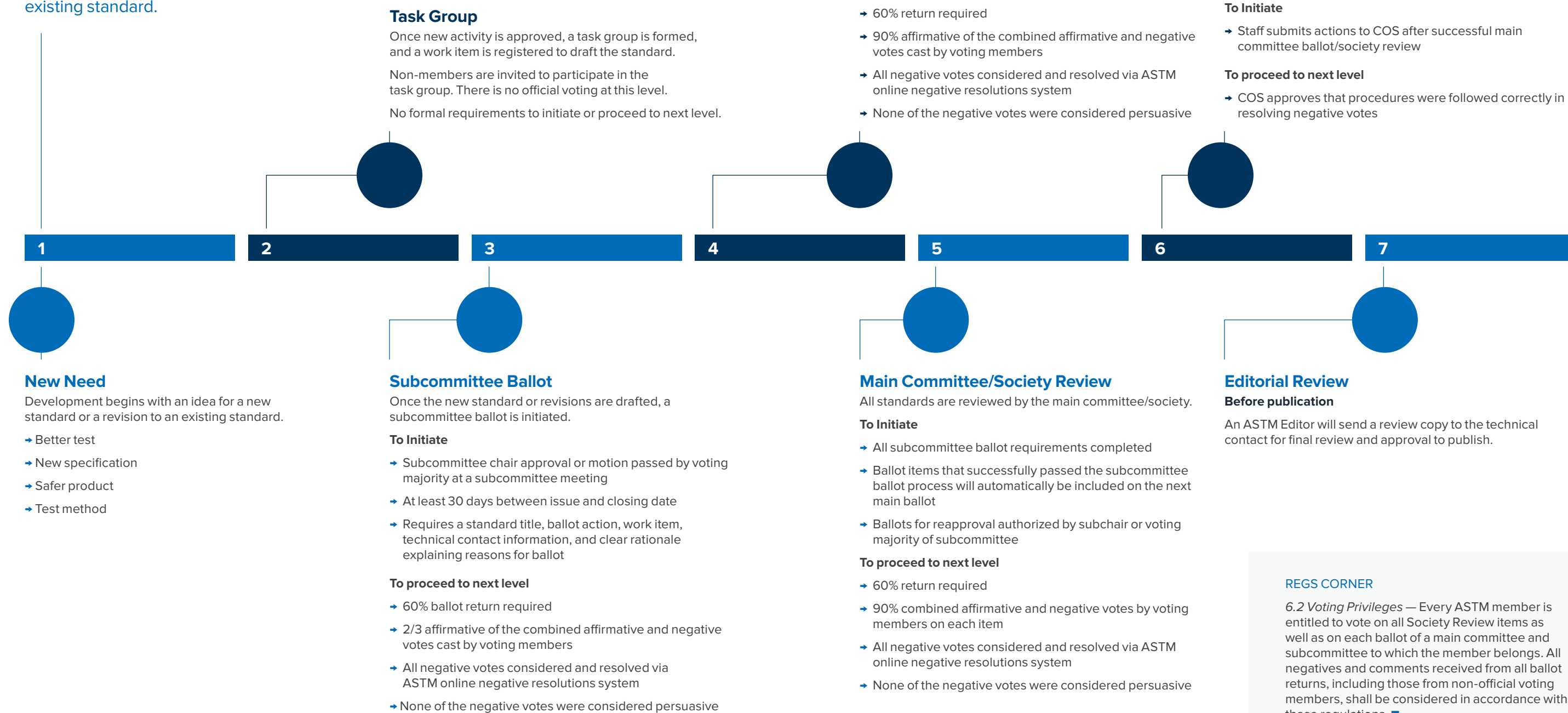# HOW TO: PARTICIPATE IN THE BALLOTING PROCESS

Balloting is one of the core elements of standards development. Participating in task groups offers an opportunity to shape standards at the earliest stages, while subcommittee and main committee ballots allow members to guide standards to the marketplace and the world at large. Along the way, there are ample opportunities to have a voice, whether by participating in deliberation or using your vote.

Here is how an idea becomes a new standard or a revision to an existing standard.

Task Group

Once new activity is approved, a task group is formed, and a work item is registered to draft the standard.

Non-members are invited to participate in the task group. There is no official voting at this level.

No formal requirements to initiate or proceed to next level.

Concurrent Ballot

Revisions and withdrawals, or new standards that have undergone at least one subcommittee ballot, can be initiated concurrently.

To Initiate

➔ Main and subcommittee chair approval or motion passed by voting majority at main and subcommittee meeting

➔ Ballots for revisions and withdrawals or new standards that have undergone at least one subcommittee ballot

To proceed to next level

➔ 60% return required

➔ 90% affirmative of the combined affirmative and negative votes cast by voting members

➔ All negative votes considered and resolved via ASTM online negative resolutions system

➔ None of the negative votes were considered persuasive

Committee on Standards Review

All not-persuasive and not-related actions for items passing main committee ballot shall be reviewed and approved by the Committee on Standards (COS).

To Initiate

➔ Staff submits actions to COS after successful main committee ballot/society review

To proceed to next level

➔ COS approves that procedures were followed correctly in resolving negative votes

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

New Need

Development begins with an idea for a new standard or a revision to an existing standard.

➔ Better test
➔ New specification
➔ Safer product
➔ Test method

Subcommittee Ballot

Once the new standard or revisions are drafted, a subcommittee ballot is initiated.

To Initiate

➔ Subcommittee chair approval or motion passed by voting majority at a subcommittee meeting

➔ At least 30 days between issue and closing date

➔ Requires a standard title, ballot action, work item, technical contact information, and clear rationale explaining reasons for ballot

To proceed to next level

➔ 60% ballot return required

➔ 2/3 affirmative of the combined affirmative and negative votes cast by voting members

➔ All negative votes considered and resolved via ASTM online negative resolutions system

➔ None of the negative votes were considered persuasive

Main Committee/Society Review

All standards are reviewed by the main committee/society.

To Initiate

➔ All subcommittee ballot requirements completed

➔ Ballot items that successfully passed the subcommittee ballot process will automatically be included on the next main ballot

➔ Ballots for reapproval authorized by subchair or voting majority of subcommittee

To proceed to next level

➔ 60% return required

➔ 90% combined affirmative and negative votes by voting members on each item

➔ All negative votes considered and resolved via ASTM online negative resolutions system

➔ None of the negative votes were considered persuasive

Editorial Review

Before publication

An ASTM Editor will send a review copy to the technical contact for final review and approval to publish.

REGS CORNER

6.2 Voting Privileges — Every ASTM member is entitled to vote on all Society Review items as well as on each ballot of a main committee and subcommittee to which the member belongs. All negatives and comments received from all ballot returns, including those from non-official voting members, shall be considered in accordance with these regulations. ■